

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS
VETERANS HOME OF CALIFORNIA, YOUNTVILLE
SPOT - PROMOTIONAL FOR YOUNTVILLE
Bulletin Release: 07-30-04



OFFICE TECHNICIAN (Typing)
Monthly Salary: \$2510.00 - \$3050.00

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

SPOT-YOUNTVILLE PROMOTIONAL: Applicants must have a permanent civil service appointment with the Veterans Home of CA, Yountville as of the final filing date. A typing certificate for at least 40 words per minute must be attached to State application. (Veterans Home of California, Yountville's Office Assistant (Typing) employees are exempt from this requirement).

FINAL FILING DATE: August 27, 2004. It is anticipated that interviews will be held during September or October 2004. No written test is required. The entire examination will consist of an interview.

HOW TO APPLY: Application (Form 678) must be postmarked no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Do not submit applications to the State Personnel Board.

SUBMIT APPLICATION TO: **VETERANS HOME OF CA, YOUNTVILLE**
HUMAN RESOURCES - TESTING UNIT
110 CALIFORNIA DRIVE
YOUNTVILLE, CA 94599-1414

EXAMINATION ELIGIBILITY LIMITATION: The testing period for this classification is 12 months. You may not test for this classification more than once in a testing period. If you have taken an examination for this classification with the Veterans Home of California, Yountville within the last 12 months, you are not eligible to compete in this examination.

SPECIAL TESTING: If you have a disability and need special testing arrangements, mark the appropriate box in part 2 of the Application for Examination. You will be contacted to make specific arrangements.
NOTE: Accepted competitors are required to bring either a photo identification card or two forms of signed identification.

COMPETITION LIMITED TO STATE VETERANS HOME OF CA, YOUNTVILLE EMPLOYEES: Competitors must have a current permanent civil service appointment with the Veterans Home of CA, Yountville or meet the provisions of the State Personnel Board Rules 234 or 235 as of the final filing date in order to take this examination.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:
NOTE: All competitors must meet the education and/or experience requirements for this examination by the final filing date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.
NOTE: All applications/resumes must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. Applications/resumes received without this information will be rejected.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, competitors possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS: Either I
One year of experience in California state service performing clerical duties at a level of responsibility equivalent to that of an Office Assistant, Range B.

Or II
Experience: Two years of experience in typing and clerical work. (Academic education above the twelfth grade may be substituted for one year of the required general experience on the basis of either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience. Students who are enrolled in the last semester or its equivalent of course work, which upon completion will fulfill these requirements, will be admitted to the examination, but they must submit evidence of completion before they can be considered for appointment.)

SPECIAL REQUIREMENT: Ability to: Type at a speed of not less than 40 words per minute; typing certificate is required (certification not required for Veterans Home of California, Yountville Office Assistants who are applying)

SPECIAL PERSONAL CHARACTERISTIC: A demonstrated interest in assuming increasing responsibility.

ADDITIONAL DESIRABLE QUALIFICATION: Education equivalent to completion of the twelfth grade

THE POSITION: Under supervision, this is the advanced journey level which regularly performs a variety of the most difficult duties and is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks. Good judgment and the ability to communicate effectively is of primary importance at this level.

EXAMINATION INFORMATION: This examination will consist of a Qualifications Appraisal Interview only, weighted 100% In order to obtain a position on the eligible list; a minimum rating of 70.00% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

See Reverse Side For Additional Information

OFFICE TECHNICIAN (TYPING) – CA46/1139
4VAH9
FINAL FILING DATE: AUGUST 27, 2004

OFFICE TECHNICIAN (typing)
Spot, Departmental Promotional For Yountville Only

SCOPE: In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

- A. Knowledge of:
 - 1. Modern office methods, supplies and equipment
 - 2. Business correspondence
 - 3. Principles of effective training
- B. Ability to:
 - 1. Perform difficult clerical work, including ability to spell correctly
 - 2. Make arithmetical computations
 - 3. Operate various office machines
 - 4. Follow directions
 - 5. Evaluate situations accurately and take effective action
 - 6. Communicate effectively at a level required for successful job performance
 - 7. Make clear and comprehensive reports and keep difficult records
 - 8. Meet and deal tactfully with the public
 - 9. Apply specific laws, rules and office policies and procedures
 - 10. Prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling
 - 11. Provide functional guidance

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his/her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the applications. Supplementary information will be accepted but read the "Requirement for Admittance" carefully to see what kind of information will be useful to the staff doing the evaluation.

ELIGIBLE LIST INFORMATION: A departmental promotional list will be established for the Veterans Home of California, Yountville only. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Veterans Preference points and Career Credits are not granted in promotional examinations.

General Information

It is the candidate's responsibility to contact the Human Resources in Yountville, California, (707) 944-4550, three days prior to the written test date if he/she has not received his/her notice. For an examination without a written feature, it is the candidate's responsibility to contact the Human Resources in Yountville, California, (707) 944-4550, and three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request. Applications are available at State Personnel Board offices and local offices of the Employment Development Department, and the Department noted on front.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2, State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental Human Resources offices or at the information counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigations may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Veterans Home of California, Yountville
Human Resources/Testing Unit
110 California Drive
Yountville, California 94599-1414
Public Telephone (707) 944-4550
TDD voice of hearing impaired (707) 944-4560
www.cdva.ca.gov

Office Technician (Typing) – CA46/1139
4VAH9 **FINAL FILING DATE: August 27, 2004**